HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, September 10, 2013 at 10:00 A.M., in meeting rooms 1 H & I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Frohling, Greshay and Marsik.

MEMBER EXCUSED: Ballweg.

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Angela Zilliox, Human Resources Specialist; Leanne Schultz, Insurance and Benefits Coordinator; Ruth Otto, Director of Information Technology; Joyce Fiacco, Director of Land Resources and Parks; Janet Wimmer, Director of Human Services and Health; Mark Grams, Veteran's Services Officer; Chris Planasch, Register of Deeds; Jane Hooper, Clearview Administrator; John Storck, Chief Judge, Circuit Court; Karen Gibson, County Clerk; Patti Hilker, Treasurer; Julie Kolp, Finance Director; Scott Smith, Sheriff's Department Chief Deputy; Brian Field, Highway Commissioner;

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present except Ballweg who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Marsik. Motion carried.

AFSCME Council 40; David Dorn, AFSCME Council 40.

James Wiersma, Senior Social Worker; Neil Whiting, Senior Social Worker; Matthew Bublitz, Correctional Officer; Thor Backus,

Maly asked if anyone present had any public comments.

Bublitz addressed the Committee regarding his concerns over the health insurance information that was distributed to employees the day before. He stated that he ran the numbers with the deductible and he was alarmed by how that would affect employees. He asked that employees be allowed to give input. Backus echoed Bublitz' statements and asked that employees be given the opportunity to sit with the Committee and assist in the decision making process. Wiersma also echoed Bublitz' statements and asked that more information be provided to employees on what is covered under the deductible plan.

Motion by Greshay to approve the minutes of the August 20, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion Carried.

Eske informed the Committee of a request to donate sick time to an employee of the Human Services and Health Department. She stated that this employee was in a motorcycle accident. Eske stated that the employee is not expected to return until mid-October. Eske also stated that the employee's supervisor had asked that this request be retroactive to the current payroll, as she does not have enough of her own paid time.

Motion by Frohling to approve the request under the established guidelines without establishing a practice or precedent and to allow the donations be made retroactive to the current payroll. Second by Greshay. Motion carried.

Judge Storck addressed the Committee regarding a resolution the Law Enforcement Committee will be presenting to the County Board to eliminate one full time Administrative Assistant in Family Court and create one full time Judicial Assistant in Circuit Court. He explained that the District Court Administrator's Office completed a study and they recommended that the Administrative Assistant in Family Court be transferred to the Clerk of Courts office. He stated that he met with the Clerk of Courts, the Family Court Commissioner, the Director of Family Court Counseling, and Register in Probate to review all areas of the Courts system in order to determine where efficiencies could be made. The result of this meeting is that he is recommending that the Administrative Assistant position be eliminated and a Judicial Assistant position be created, which would report to a Circuit Court Judge and perform Judicial Assistant duties along with Family Court work. This person would also be the receptionist for the Judges, Family Court, and Register in Probate. He stated both the Administrative Assistant and Judicial Assistant positions are in the same labor grade so there would be no effect on budget.

Motion by Marsik to support a resolution to the County Board. Second by Greshay. Motion carried.

Eske explained that the grade recommendation from Carlson Dettmann for the proposed Maintenance Lead position at Clearview be placed in grade 7. She stated that this is consistent with the Mechanic III-Lead position in the Physical Facilities Department.

Motion by Greshay to approve the recommendation as presented. Second by Frohling. Motion carried.

Rains explained that the Committee previously approved a recommendation from Carlson Dettmann that provided a promotional increase of at least 5%. He stated that now that some time has passed he is finding that the 5% is too high. He stated he would recommend at least a 2.5% increase. He said that by doing so would not preclude the Department Head from recommending something higher.

Motion by Greshay to approve the recommendation. Second by Marsik. Motion carried.

The Committee next discussed 2014 Health Insurance Plans and contribution rates. Since Dorn was late getting to the meeting, Maly gave him an opportunity to address the Committee and then opened it up to anyone in the audience as well. Dorn stated that he understood health insurance was a big issue and that he felt it should not rest solely on the shoulders of the employees. He asked that employees be present and involved in the decision making process. He suggested that the Committee survey employees to solicit their feedback or ideas for a

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE - 09/10/13

solution. Maly stated that the Committee is the ultimate decision maker and that the Committee will review all options available. She stated that there will be an impact on both the employees and the County. Rains stated that the final rates came in at noon on Thursday, September 5th. He analyzed the numbers over the weekend and was able to get an email out to Department Heads at about 1:00 p.m. on Monday, September 9th, which he asked they share will all employees. Rains stated that the lowest cost plan in Dodge County is still Unity Community; however, the premiums went up by 15.9%. He stated this Committee had previously recommended planning for a 10% increase to begin the 2014 budget process. Rains projected a chart, which showed current rates, proposed rates under the current non-deductible plan with a 15.9% increase and proposed rates under the deductible plan. Rains stated that under the Deductible plan there would be a \$500 deductible for single coverage and a \$1000 deductible for family coverage. The Committee held a lengthy discussion. The Committee sought input and answered questions from those in attendance at the meeting. The Committee asked that Rains try to put together different employee contribution amounts for them to review. Rains asked the Committee for a short recess.

Motion by Marsik to recess until approximately 12:30 p.m. Second by Greshay. Motion carried.

The Committee took a recess at 11:40 a.m. and went back into session at 12:45 p.m.

Rains projected a calculation based on a total out of pocket with deductible for the employee and worked it back to a prediction of what the premium would be. As Rains was going through the calculations, he determined there was an error. He apologized and asked the Committee to disregard. Mielke explained that this Committee is responsible for setting the contribution amounts and those would not need to go to the County Board, however, if the Committee would recommend a change in plans a resolution would need to go to the County Board at the September meeting. Frohling stated he would like more time to look at all options before determining the premium shares. However, he agreed that a decision needed to be made now to determine what plan the Committee would recommend to the County Board. Maly agreed. Maly also stated that although Ballweg could not attend the meeting he did indicate he was in support of moving to the deductible plan. Discussion followed.

Motion by Frohling to recommend to the County Board that the County adopt the deductible plan under the State Health Insurance for 2014. Second by Marsik. Motion carried.

Rains stated that he drafted a resolution in the event that the Committee was to decide to recommend a change to the deductible HMO plan. All members present signed.

Committee Member Reports: None to report.

The Committee reviewed the Orientation Period Reports as presented.

The Committee reviewed the Personnel Requisitions.

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Marsik. Motion carried.

- One (1) Utility II Truck Driver F.T., Highway Department
- One (1) IT Trainer/Social Media Coordinator F.T., Information Technology Department
- One (1) Senior Land Surveyor F.T., Land Resources & Parks Department
 One (1) Survey and Mapping Specialist (I, II or Sr.), Land Resources & Parks
 Department
- One (1) Correctional Officer F.T., Sheriff's Department Jail Division
- One (1) Transport Officer Occasional, Sheriff's Department Jail Division

Leave of Absence: Rains presented a request from an employee of the Sheriff's Department for a military leave of absence.

Motion by Greshay to approve the leave as presented. Second by Frohling. Motion carried.

An employee of the Sheriff's Department – Patrol Division for an unpaid Military Leave of Absence from 09-12-13 to 09-24-13.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. <u>RE-HIRE – UNION</u>: None. <u>RECLASSIFICATION – UNION</u>: None. <u>STEP INCREASE – UNION</u>: None. <u>NEW HIRE</u>: None. <u>RE-HIRE</u>: None. <u>LIMITED TERM/SEASONAL</u>: Helen E. Schmidt, Child Support Aide – LTE, Child Support Department at \$12.81, Pay Grade DC02, Step ST01 effective 08-21-13 (Amended Start Date). <u>RECLASSIFICATION</u>: Susan A. Mueller, IT Trainer/Project Administrator, Information Technology Department at \$27.84, Pay Grade DC08, Step ST06 effective 09-01-13. <u>STEP INCREASE</u>: None. <u>NON-SCHEDULED INCREASE</u>: None.

Rains gave an update regarding the Performance Evaluation training. He stated that he has been in contact with Katie McCloskey to conduct the training. She quoted a rate of \$1400 per day. Rains stated that he did contact Waushara County who indicated that they had Katie do their training and that they were very pleased with it. Rains stated that he will ask Department Heads to give him a head count of how many will need to attend the Supervisory training and that this number will then determine how many days and times the training will need to be held. He stated that he will work on having the training videotaped for future use. Rains also informed the Committee that the IT Department is working on getting the performance review forms on the intranet. He stated that before this is made available to Department Heads he wants to give the members of the Advisory Committee a chance to review and make any final comments if they so wish.

HR Director's Report:

- a. Disciplinary Actions: Rains informed the Committee that the Sheriff was about to conclude an investigation into the conduct of an employee, related to improper interaction with an inmate, and that she was most likely going to file charges and recommend termination of that employee's employment. Rains stated that the Sheriff gave the employee the opportunity to resign. The employee accepted and voluntarily resigned.
- b. Grievances and Arbitrations: Nothing to report.
- c. Worker's Compensation: Nothing to report.

Future Agenda Items:

Discussion and consideration regarding 2014 health and dental insurance premiums. Discussion and consideration regarding health insurance study for the bidding process.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: September 25, 2013 at 4:00 p.m. and October 1, 2013 at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 1:25 p.m.

Richard Greshay, Secretary

Donna Maly, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.